



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
FORT HUACHUCA, ARIZONA 85613-6000

ATZS-CG (210-50a)

4 March 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 127 – Utilization of the Hazen House

1. References:

- a. AR 210-50, Housing Management, 1 Sep 97.
 - b. Memorandum, CFSC-FM-C, 7 Apr 00, subject: FY01 Morale, Welfare, and Recreation (MWR) and Army Lodging Nonappropriated Fund Instrumentalities Financial Management Operating Guidance.
2. The purpose of this policy is to establish local responsibilities and procedures for the utilization of the Hazen House, the distinguished visitor lodging facility, to include eligibility, reservations and assignments of visitors.
3. The following responsibilities and procedures are established:
- a. The Directorate of Community Activities (DCA) will have management control of the Hazen House, to include reservations and assignments. The Army Lodging Division, DCA, will operate the Hazen House.
 - b. The United States Army Intelligence Center and Fort Huachuca (USAIC&FH) Protocol Office will coordinate reservations and assignments of distinguished visitors with the Army Lodging Division, DCA.
 - c. Other offices and individuals may coordinate reservations and assignments of distinguished and other visitors directly with the Army Lodging Division, DCA.
 - d. Reservation and assignment procedures, by priority, are as follows:
 - (1) Priority reservations and assignments will be authorized for distinguished visitors which includes temporary duty (TDY) visitors in the rank of colonel (O6) and above, equivalent grade Department of Defense (DOD) civilians, and the Sergeant Major of the Army. When a

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room is not available for a distinguished visitor, the visitor will be issued a statement of non-availability unless a reservation for a lower ranking visitor can be moved to another lodging facility. Exceptions will include high profile visitors as identified by the US Army Garrison Commander.

(2) Reservations and assignments for soldiers in a permanent change of station (PCS) status, who are temporarily without permanent housing, in the rank of colonel (O6) and above and command sergeants major, and their family members or family members alone will be confirmed upon request when rooms are available.

(3) Reservations and assignments for TDY visitors below the rank of colonel (O6), equivalent grade DOD civilians, and command sergeants major, will be confirmed upon request when rooms are available.

(4) Reservations and assignments for soldiers below the rank of colonel (O6), in a PCS status, who are temporarily without permanent housing, and their family members or family members alone, will be confirmed upon request when rooms are available.

(5) Reservations for unofficial visitors, to include TDY civilians from US governmental departments other than DOD, will be confirmed no sooner than 8 days prior to arrival. Individuals arriving without reservations will be assigned to available rooms. The US Army Garrison Commander must approve use by other US governmental departments.

e. The duration of assignment for TDY visitors will be in accordance with their travel orders; the duration of assignment for all other visitors will be 7 days, with possible extensions depending on availability of rooms.

f. Rooms will not be held vacant for contingency purposes.

4. The proponent for this policy is the DCA.

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5. This memorandum supersedes USAIC&FH memorandum, ATZS-CG, 24 Sep 01, subject: POLICY 01-55 – Utilization of the Hazen House.

///original signed///

JAMES A. MARKS
Brigadier General, USA
Commanding

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